

**UNITED STATES TRUSTEE'S
MONTHLY OPERATING REPORT WORKSHOP
JANUARY - DECEMBER 2003**

Presented by: Nancy Dennison, CPA Karen Muir, CPA
 Bankruptcy Analyst, San Jose Bankruptcy Analyst, San Jose

 Patricia Martin Matthew R. Kretzer
 Bankruptcy Analyst, San Francisco Bankruptcy Analyst, Oakland

 Michael Sorgaard F. Stewart Player, CPA
 Regional Bankruptcy Analyst, San Francisco Bankruptcy Analyst, Oakland

Areas Covered: You will receive a basic review of how to complete the monthly operating reports required by the United States Bankruptcy Court for the Northern District of California and the United States Trustee, Department of Justice for Chapter 11 Debtors-in-Possession and Trustees and Chapter 7 Trustees with operating cases.

- Purpose of Monthly Operating Reports
- Instructions on how to get started
- Review of all schedules in the Monthly Operating Report
- Review of the U. S. Trustee's audit checklist
- Review of the U. S. Trustee's index of standard compliance

Prerequisite: Working knowledge of bookkeeping, including basic understanding of the balance sheet, income statement, and cash flow analysis.

Course Level: Basic

Course Schedule: **SAN JOSE** courses are held at 280 South First Street, Room 269, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 10	April 11	July 11	October 10
February 7	May 9	August 15	November 14
March 14	June 6	September 12	December 12

SAN FRANCISCO courses are held at 250 Montgomery Street, 9th Floor, from 10:00 A.M. to 12:00 Noon, on the following dates:

January 3	April 4	July 11	October 3
February 8	May 2	August 8	November 7
March 7	June 6	September 5	December 12

OAKLAND courses are held at 1301 Clay Street, Room 690N, from 10:00 A.M. to 12:00 Noon, on the following dates:

February 28	May 30	September 5	December 5
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Cost: Free to anyone interested in bankruptcy financial reporting.